

AMENDED AGENDA

FOR THE REGULAR MEETING OF THE CITY OF BELEN PLANNING AND ZONING COMMISSION, STATE OF NEW MEXICO, COUNTY OF VALENCIA TO BE HELD ON MONDAY THE 27th OF AUGUST 2018 AT 6:00 PM IN THE COUNCIL CHAMBERS AT CITY HALL, 100 SOUTH MAIN STREET, BELEN, NEW MEXICO 87002.

ALL P & Z COMMISSION MEETINGS ARE VIDEO AND AUDIO RECORDED.

A COPY OF THE AGENDA MAY BE OBTAINED FROM THE OFFICE OF THE CITY OF BELEN PLANNING & ZONING DEPARTMENT.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGEANCE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**
Minutes of August 13, 2018
- 6. PUBLIC COMMENT 3 MINUTE PRESENTATIONS:** If more time is needed for presentation, please ask to be scheduled on the next agenda.
- 7. DISCUSSION**
Open Meetings Act-Brian McBain, Deputy City Clerk
Comprehensive Plan
- 8. INFORMATIONAL ITEMS**
 - a. Communication from the Commission and Staff
- 9. ADJOURNMENT**

RESPECTFULLY SUBMITTED

/s/

Lisa R Miller, Planning & Zoning Administrator

cc: Mayor & City Council
News Bulletin

Belen Chamber of Commerce
Belen Recreation Center

Belen Public Library
Belen City Hall

JERAH R CORDOVA
MAYOR
LEONA VIGIL
CITY MANAGER



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WAYNE GALLEGOS
CITY COUNCIL
DAVID CARTER
CITY COUNCIL
RONNIE TORRES
CITY COUNCIL
FRANK ORTEGA
CITY COUNCIL

CITY OF BELEN
PLANNING & ZONING COMMISSION MEETING
MINUTES
AUGUST 13, 2018

Vice Chair Pete Armstrong called the regular meeting of the Belen Planning and Zoning Commission meeting to order at 6:03 PM.

PRESENT: Chairman Steve Ethridge
Vice Chair Pete Armstrong
Commissioner Gordon Reeves
Commissioner Jim Lardner

ABSENT Commissioner Claudine Montano

CITY STAFF: Steven Tomita, Economic Development
Lisa R Miller, Planning & Zoning Administrator

APPROVAL OF THE AGENDA

Vice Chair Pete Armstrong moved to approve the Agenda as presented.

Commissioner Gordon Reeves seconded the motion.

Motion Carried.

APPROVAL OF THE MINUTES

The minutes of July 30, 2018 were read.

Commissioner Gordon Reeves moved to approve the minutes of July 30, 2018 as read.

Commissioner Jim Lardner seconded the motion.

Motion carried.

PUBLIC COMMENT – 3 MINUTE PRESENTATIONS

There were no public comments.

DISCUSSION

Comprehensive Plan

Steven said that he hoped that the information that was provided was helpful.

Vice Chair Pete Armstrong said that the thing that was most helpful was that it was legible.

Steven said it did show a decrease in population.

Vice Chair Pete Armstrong said that he thinks that will be changing because of all the things that are happening in Belen right now.

Steven said that the information gives them a status of how we were impacted by the economic downturn that happened in this Country. Now we are starting to come back. Keter has around 115 employees now and are seeking more. They will be adding another production line in October. They are producing around 30 million products a year at this time and ultimately plan on producing 60 million a year. There is a new product that is huge and are looking for a few more. A new plant manager is coming in. They will be building a new warehouse and anticipate that in a few years they will be adding a new plant. Aristech is looking at an expansion which will add 30 new employees. Clariant is still hiring. There are a lot of jobs out there and a lot of growth going on. There are things happening at the airport also. He does not know the exact amount of employees that may be involved but there will be substantial happenings going on up there. We will also be getting a lot of stuff coming down from Los Lunas.

Chairman Steve Ethridge asked if the census numbers cover everything that is needed for the Comprehensive Plan.

Steven Tomita said yes.

Commissioner Jim Lardner asked if the Comprehensive Plan was in a word document so that they could do some editing in it.

Steven Tomita said that if they have the full Adobe Acrobat, they could convert it into an editable text document. You can then save it as a word document.

Commissioner Jim Lardner asked if Steven Tomita could covert the document into a word document and then email it to the Commission.

Steven Tomita said that he would.

The Commission reviewed the Comprehensive Plan from the beginning page. They would like to see the photos updated or changed. The Mid Region Council of Governments need to be changed to reflect the Planning & Zoning Commission, City Staff, and any other group that becomes involved with the update of the Comprehensive Plan. The City Council and all other information needs to be updated to reflect these changes. The table of contents will be updated according to any additions or deletions that are made to the document. They felt that the Goals and Objective would be changing the most. A real clear Plan of Action will be added.

Vice Chair Pete Armstrong said that they will be going through the whole process and his concern is that the City Council will treat it like they do everything that the Planning & Zoning Commission has done. He would like to keep them updated on the progress, so that if they have issues, they can be addressed at that time.

Steven Tomita said that there will be workshops throughout this process. We can release the updated document section by section to get their comments. There will be a general public workshop for public input. Some of the groups that will be invited to these workshops will be the Chamber of Commerce, Main Street, the Economic Development Association and the general public.

Vice Chair Pete Armstrong said that this is essentially a planning document and he feels that the Belen Economic Development Association and the Main Street Group need to be very involved with the development of this document.

Steven Tomita said they could feed each section to those two groups as the Planning & Zoning Commission goes through them. Once each section is reviewed and updated by all it can then be reviewed at a workshop for others to give us some feedback and make comments on. Once a workshop is done it can then be presented to the Council for a review on that section. There will be several workshops throughout this process.

Vice Chair Pete Armstrong said that if this is going to be a Comprehensive Plan it has to include all the activities that are going on in Belen. There are a lot of things going on around this City.

Steven Tomita said that he would like to see a Future Land Use Development section added to the updated Comprehensive Plan. The Belen Economic Development Association will be very involved with this because they are working on updating the Belen Strategic Growth Plan at this time. They will have a significant impact on the Comprehensive Plan.

Vice Chair Pete Armstrong said that this is going to be a big effort and would like to know if there is a certain timeline that the Commission is working with.

Steven Tomita said it will take at least a year to complete the updated Comprehensive Plan. During this process several committees will be set up to review and update different components of this document.

Chairman Steve Ethridge asked if these groups have a copy of the Comprehensive Plan at their disposal.

Steven Tomita said that the Belen Economic Development Association has a copy of the Comprehensive Plan and the Strategic Growth Plan. The information is available for anyone to review. The Commission might form a Steering Committee that consists of these groups.

Under Community Profile the new municipalities need to be included in the List of communities. They discussed adding HWY 309 to the access locations. The Community Profile is the history of the City of Belen and HWY 309 was not in existence during that period of time. It was decided to be placed within the transportation and circulation section. The staff will check to see

when HWY 309 became a state Highway and decide after some of this information is provided. The Railrunner should also be considered along with the airport.

Vice Chair Pete Armstrong said that there has been a lot of traffic in and out of the Airport recently.

Steven Tomita said that it is also going to be increasing. There is also property being sold up around the Airport which is something that needs to be watched.

Vice Chair Pete Armstrong said that the Rio Metro is used to get around central New Mexico. It is not just Belen, it is all the way up to Santa Fe.

Steven Tomita said that when it is formally announced, Project Flight will be added to the Comprehensive Plan. This will substantially change the makeup of the airport.

Vice Chair Pete Armstrong asked if this would also include the Camino Del Llano exit area.

Steven Tomita said that it would involve both the airport and that interchange area.

The Commission discussed the sizes of the maps in the current Comprehensive Plan. It was decided that these maps need to take up a full page with better contrasting colors so that they are more legible. There will be major changes to the Present Character of Development section of the update. There are a lot of things happening and they need to be added to this section. The addition of Upper Rio Grande is to be added in parentheses after Rio Arriba and Lower Rio Grande is to be added in parentheses after Rio Abajo. They discussed adding the word Mesa's in parentheses after tablelands on the last paragraph on page 4. They spoke of the conditions of the Ketmesas in relationship to overgrazing. It was agreed to change the word tablelands to Mesa. On page 6 in the fourth paragraph, they decided to remove "Even Today", and "In 1980, the Santa Fe Railroad employed about 380 workers," and replace it with "The railroad continues to support the Belen community; typically employing primarily train operators and mechanical and freight office personnel, and transportation personnel." One the next paragraph it was decided to remove "Auto dealerships are also actively involved in sales throughout the region." And add "travel Centers" to the sentence above that. At the bottom of page 6 they removed "is still" and putting "remains" in its place. They also decided to add a statement concerning the downtown area, since we have the only Downtown are in Valencia County. They discussed the Harvey House and the statement that the museum is sponsored by the Valencia County Historical Society. They Harvey House is owned and managed by the City of Belen but has many volunteers from throughout the County. It was decided to remove "sponsored by the Valencia County Historical Society", and replace it with 'owned and managed by the City of Belen". They then discussed placing placards on buildings on historical information such as, this was once the Tabet Dance Hall, where you could dance all night on a nickel. The Mainstreet Group is working in this along the Main Street corridor.

Vice Chair Pete Armstrong said that some have been trying to get some of the historical homes on a list but it seems that most of the homeowners do not want anything to do with that or any attention brought in their direction. There are some significantly historical homes and buildings in Belen and they should be recognized.

It was decided that this should not be included in the Comprehensive Plan.

Steven Tomita said that a placards is usually placed on something when a historical figure or event happened in that building. He mentioned the home of the inventor of the waffle fry, because it was invented here in Belen. The owner of this home is a relative of the inventor and he has one of the original waffle fry cutters at the home. He mentioned the population table up for discussion.

It was discussed concerning the information provided needs to be just added to or if some of the information should be removed and then changed to reflect current numbers. It was also suggested that something should be added concerning the economic down turn that the City experienced during the recession and show that we are in the process of coming out of this down turn. The chard of the municipalities' populations was discussed and the question was asked why the other municipalities was not included. They were not included due to the fact that they were not incorporated at the time of the development of the existing Comprehensive Plan. It was decided that these new municipalities should be added. The graph on page 8 will reflect that added populations of all the incorporated areas in Valencia County. It was discussed that the information from the Affordable Housing document needs to be included in this section of the Comprehensive Plan. This document includes a lot of information concerning the Belen area when it comes to affordable homes and what this area has to offer. Affordable housing is not just low income housing. It includes all housing because it is referring to the cost of living in this area.

The Commission decided to stop at this point and continue at the next meeting. They are to read over, and take notes pages 9-20 for this.

INFORMATIONAL ITEMS

a. Communication from the Commission and staff

Steven Tomita informed the Commission on the fact that the City has hired some new people that are very critical position and very important personnel.

Vice Chair Pete Armstrong asked if the City is updating their Organizational because it is in need.

Steven Tomita said that the City Manager is working on updating this chart and it is going to be some organizational changes. At the Council meeting the "Project Flight", at the airport will be introduced and the Great Blocks Grant documentation and designs will again be presented to the City Council. If this Great Blocks Grant does not survive the consequences to the City of Belen could be horrendous. The liquor license transfer for the new Circle K location will also be heard by the City Council. It is his understand that Circle K and DOT have come to an agreement concerning the Aragon entrances. DOT is supposed to be issuing a letter of approval for this. There was a concern on the Great Blocks Grant with tearing up of Becker Ave and 1st St., because the improvements that have been done were federally financed. They were concerned that we would be written up like we were on Christopher Rd. because we used federal funds to create the roundabout and we also used federal funds to remove the roundabout. The first phase of those improvements was the section from Camino Del Llano to just past the Urgent Care building where the City put in the roundabout and the second phase funds was for the next section of the road. They City tore the roundabout out and completed the second phase. The City was accused of wasting Federal money and put on a high risk list. Becker was done with federal money, but he met with DOT and presented the Great Block Grants project. What occurred on Becker Ave is that the section between 2nd St. and 1st St. is buckling due to the heavy truck traffic of the BNSF and an issue that there is water seepage going on underneath that section of road. The City was on a

timeline when they were completing that project or they would lose the funds so the City tried a new concept of placing five feet of Concrete Treated Base, which should have solved this seepage. They then paved the road but the seepage does not appear to be stopping so something else is going on. He explained this problem to DOT this issue and the project that the City would like to do in this area and asked if there would be a problem with using Federal funding to accomplish this. DOT informed him that this would not be a problem due to the fact that when the City did Christopher Rd., they should have known that the roundabout would not work and it should have been redesigned or never put in. The City used federal funds to remove a design that federal funds allowed to put in. When it comes to Becker Ave., the City could not have foreseen that the seepage would continue and the heavy truck traffic was going to add to the problem and there are some major issues with it now. The City would not be written up for something that was not foreseen. DOT commented and informed him that they like what is proposed and they will support us on going after grants for this project. The City Council were the ones that informed us that they would like to see this done and we were told to move forward with this project when this was presented to them at the 30% complete designs. They informed us to move forward, so the designs have been completed. Some of the Council members are now having a problem with this and does not want Becker Ave. touched at all. Tractor Supply has been put on hold and has not returned any of his calls. Mr. Bernal, the young man who ran for Mayor, is willing to go around the City with a petition, and get signatures requesting that they continue to move forward and bring Tractor Supply to Belen. There is a lot of activity going on in Belen so he feels that they would do an amazing business in Belen and not give up on this location. There has been a lot of interest and inquiries for more developments in Belen.

Chairman Steve Ethridge thank Vice Chair Pete Armstrong for handling the last Commission meeting. He was not able to attend due to an air conditioning problem at his home. DOT is pushing a roundabout in T or C and the community is up in arms about it.

Steven Tomita said that roundabouts are predominate throughout the United States. If they are designed correctly, they are efficient. The intent of a roundabout is to keep the traffic flowing and slow it down to a reasonable manageable speed to keep things going. This takes careful planning and correct designing. If those two things are not down a roundabout will not work.

ADJOURN

There being no further business to come before the City of Belen Planning & Zoning Commission, Commissioner Gordon Reeves moved to adjourn.

Vice Chair Pete Armstrong seconded the motion.

Motion carried.

The regular meeting of the City of Belen Planning & Zoning Commission adjourned at 7:47 p.m.

Chairman Steve Ethridge

ATTEST: _____
Steven Tomita, Planning & Economic Development Director

2018 CITY OF BELEN OPEN MEETINGS ACT COMPLIANCE

WHEREAS, the Belen City Council met in regular session in the City Council Chambers on the 19th day of March 2018 at 6:00 P.M. as required by law; and

WHEREAS, Section 10-15-1(B) of the New Mexico Open Meetings Act (NMSA 1978, Sections 10-15-1 to 10-15-4) states, except as may be otherwise provided in the Constitution of the State of New Mexico or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or taking any action within their authority be open to the public at all times and held with reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the City of Belen to determine annually the time and place of holding its meetings and what constitutes reasonable notice of its public meetings; and

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the City of Belen that:

1. **Regular Meetings:** Unless otherwise specified, regular meetings shall be held in the Belen City Council Chambers each month on the first and third Monday of each month beginning at 6:00 P.M. If a holiday is observed on the same day of a regular scheduled meeting, the meeting shall be held the following weekday. The draft agenda will be available by 9:00 A.M. on the Wednesday prior to the meeting from the City Clerk, whose office is located in City Hall at 100 South Main Street in Belen, New Mexico.
2. **Special Meetings:** Special meetings may be called by the Mayor or a majority of the members of the City Council upon 72 hours' notice.
3. **Emergency Meetings:** Emergency meetings may be called only under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The City of Belen will avoid emergency meetings whenever possible. Emergency meetings may be called by the Mayor or a majority of the members of the City Council upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for meeting information and how a copy of the agenda may be obtained. Within ten days of taking action on an emergency matter, the City of Belen will notify the Attorney General's Office.
4. **Notice:** Notice of the regular and special meetings shall be given 72 hours in advance. Notice requirements are met if notice of the date, time, place and agenda is placed in a newspaper of general circulation in Valencia County, the City's Web-Site at www.belennm.gov, posted inside City Hall, and on the City's Facebook page.

If such newspaper is a nondaily paper which will not be circulated to the public in time to meet publication requirements, or, if no such newspaper exist, "publish" shall mean posting in six public places within the municipality, and one of the public places where posting shall be made is the office of the municipal clerk, who shall maintain the posting for public inspection within the time limits specified. The six public places notice shall be posted are:

- City Hall
- Community Center
- Municipal Court
- Belen Public Library
- Belen Motor Vehicle Department
- Belen Public Health Department.

The notice shall indicate how a copy of the agenda may be obtained.

5. **Required Language:** The English language shall be specified on all agendas. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the City Clerk at City Hall, located at 100 South Main Street in Belen, New Mexico, at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk at City Hall if a summary or other type of accessible format is needed. The notice must also include that all council meetings are audio and video recorded.
6. **Quorums:** Quorums of the governing body may take place on trainings, workshops, and a variety of city functions not called upon by the Mayor or a majority of the City Council. The City Clerk will issue a Notice of Quorum when such a quorum is foreseen. The notice may be posted in the newspaper, web-site and/or posting in the six public places listed in #4 above.
7. **Teleconference:** In the event that a majority of all council members are needed for a vote, a member of the Governing Body may participate in a meeting of the City Council by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting.
8. **Closed Meetings:** The City Council of the City of Belen may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1 (H) of the Open Meetings Act.
 - a. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the City Council taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each

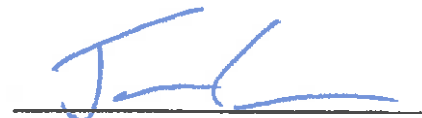
Individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.

- b. If the decision to hold a closed meeting is made when the City Council is not in an open meeting, the closed meeting shall not be held until the public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subject to be discussed with reasonable specificity is given to the members and to the public.
- c. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
- d. Except as provided in Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the City Council in an open meeting.

9. **Commissions, Committees & Boards:** Council Appointed Commissions, Committees, and Boards of the City of Belen shall submit a copy of their meeting notices in the local newspaper, the City of Belen website, and on the bulletin board at City Hall.

10. **Minutes:** The City Council shall keep written minutes of all its meetings. The minutes shall include at a minimum the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted. All minutes are open to public inspection. Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the City Council and will then be posted on the City's website and maintained in record within the City Clerk's Office as a permanent record.

Be It ordained by the Governing Body of the City of Belen this 19th day of March 2018.



Mayor Jerah R. Cordova

Attest:



Belen City Clerk